



**HUALAPAI NATION  
JOB ANNOUNCEMENT  
OPEN COMPETITIVE**

**JOB TITLE** : Director  
**DEPARTMENT** : Cultural Resources  
**CLASSIFICATION** : Regular/Full Time; Council Appointed  
**SALARY** : D.O.E  
**OPENING DATE** : November 10, 2015  
**CLOSING DATE** : December 10, 2015

**POSITION SUMMARY:**

The Director serves as lead administrative, principal investigator and technical advisor for all cultural resources activities, environmental and developmental issues.

The Directors works under the direction of the Hualapai Tribal Council in training and supervising staff in archeological fieldwork; preparing technical reports/documents related to archaeology (pre-historic, evaluating archeological and cultural resource sites for significance and eligibility to the National Registrar. Assist in acting as liaison between the Hualapai Tribe and other agencies and organizations in the "Consultation Process" dealing with cultural resource issues in Indian Country. Write Grant Proposals for Archaeological and ethnographic oriented projects.

The Director is commissioned to enforce all Tribal Laws and ordinances pertaining to the Cultural Resource and environmental issues. This includes but is not limited to Hualapai Cultural Heritage Resources Ordinance, comply with Tribal and Federal cultural forestry regulations, water and hazardous materials regulations, Tribal fishing, hunting, and cultural resource regulations. Enforcement authority associated with this position is strictly limited to all cultural resources and environmental issues within the aboriginal boundaries of the Hualapai Tribe.

**REPRESENTATIVE JOB DUTIES:**

- Manage budgets, prepare proposals, serve as primary author or oversee the preparation of reports, and other technical documents, monitor filed procedures and contribute to research;
- Designs, management area to include; preservation, restoration, reconstruction and rehabilitation plans, and other technical documents;
- Supervise all aspects of field research, data collection, inventory, analyses and report production;
- Assist management with business development and marketing efforts;
- Writing proposals, plans reports including analysis;
- Establish project procedures and management protocols to ensure that projects are concluded within budget, meet deadlines and conform to regulatory standards;
- Effectively coordinate with clients and staff;
- Supervise and instruct field office and lab personnel;

- Take initiative, resolve problems and implement improved procedures to ensure tasks are completed in an effective manner.

#### **QUALIFICATIONS:**

- Must possess a high school diploma or G.E.D.
- Must hold a Graduate Degree in Archaeology, or closely related scientific field; or equivalent experience in supervised field and analytic experience in general North America Archaeology.
- At least one year of full-time professional experience in archaeological research, administration or program management and staff supervisory experience.
- Must demonstrate ability to have sound scientific and policy background, excellent computer skills and carry research to completion.
- Exceptional technical writing skills and a record of completing technical reports in a timely fashion.
- Experience with scheduling and budgeting of projects related to Cultural Resources.
- A commitment to fiscal and scheduling responsibilities to projects of all sizes and scopes.
- Ability to work independently as well as supervise small or large field crews.
- Must have a valid driver license and be eligible for the tribe's insurance.
- Submit to and pass a pre-employment drug/alcohol screening and random test thereafter.

#### **HOW TO APPLY:**

Submit a **completed** Employment Application to: Human Resources Department, PO Box 179, Peach Springs, AZ 86434, fax (928) 769-1191, or call (928) 769-2215/2216 for information. **To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date.** A resume **will not** be accepted in lieu of a completed employment application. **All applications and supporting documentation submitted becomes the property of the Human Resources Department, please keep copies for your own reference.**

#### **PREFERENCE:**

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. **However, preference will be given to qualified Community members, to qualified persons of Indian descent, then to other qualified candidates in accordance with Public Law 88-355, Section 703 (702-71) and public Law 93-638, Section 7B.**

**THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM**  
**Auxiliary aids and services available upon request to individuals with disabilities**